

Extended Leave Processing Overview

This job aid will provide Payroll Administrators with guidance regarding the entry of extended leave in SPOT. When an employee goes on extended leave, there are activities that performed by HR Administrators, TL/Absence Administrators and Payroll Administrators.

This job aid will focus on what Payroll Administrators will need to enter into SPOT for extended leave for Short Term Disability (STD) and Worker's Compensation (WC) in Cardinal.

The STD Effective Date should always be the first day of the STD coverage, not the first day of the waiting period.

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STD – Beginning of the Pay Period

In this scenario, we will walk through the steps for an employee going on STD at the beginning of the pay period. We will use the example of the 4/10-4/24/2021 pay period with the STD effective date of 4/10.

For these scenarios, we are using **TR2** as Pay Group (instead of **SM1**)

Human Resources

- Insert a new effective data row with the first day of the pay period (4/10)
 - Action: Paid Leave of Absence
 - Reason: Short Term Disability
 - On the Payroll tab change the employee's Pay Group to NS1 and Holiday Schedule to HOLSTD

Note: For more details on how these transactions are processed in HR, see the job aid titled **HR351: Managing Leaves of Absence (Paid and Unpaid)** located on the Cardinal Website in **Job Aids** under **Learning**.

Time & Attendance

- Employee Setup Administrator updates the schedule to a 5 x 8 (Monday – Friday), if necessary. The effective date of the schedule change should be the first day of the FLSA period during which the STD begins.
- Absence Administrator:
 - Enter the STD on the employee's timesheet. Absence Administrators should request the VSDP Calculation Spreadsheet from Payroll to identify the number of hours of STD/Supplement to be entered.
 - If the employee is using leave to cover time not covered by STD (once it drops to 80% or 60%), enter the absence hours on the timesheet (VAC, SCK, PER)
 - If employee is not supplementing with leave enter those hours using the TRC of STL – this allows the employee accruals to continue

Payroll

- Payroll Administrators will review HR and Timesheet information, employee compensation and enter the appropriate transactions in SPOT for employee to be paid accurately. See the steps outlined in the section below:

1. Navigate to the **Job Data** page using the following path:

Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.

Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Value](#)

▼ Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Include History ☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.
3. Click the **Search** button.



Payroll Job Aid

PY381 Extended Leave Processing

The **Work Location** tab displays.

Work Location | Job Information | **Payroll** | Salary Plan | Compensation

Leafy Treetops Employee | Empl ID 00274747900 | Empl Record 0

Work Location Details ?

Effective Date: 04/10/2021

Effective Sequence: 0

HR Status: Active

Payroll Status: Leave With Pay

Action: Paid Leave of Absence

Reason: Short-Term Disability

Job Indicator: Primary Job

Position Number: CJS00017 | Accounts Receivable Accountant

Position Entry Date: 04/25/2017

Regulatory Region: USA | United States

Company: CJS | Dept of Criminal Justice Svcs

Business Unit: 14000 | Dept of Criminal Justice Svcs

4. Verify the following:
 - a. **Effective Date:** Beginning of the pay period (4/10/2021)
 - b. **Action:** Paid Leave of Absence
 - c. **Reason:** Short-Term Disability
5. Click the **Payroll** tab.

Work Location | Job Information | **Payroll** | Salary Plan | **Compensation**

Leafy Treetops Employee | Empl ID 00274747900 | Empl Record 0

Payroll Information ?

Effective Date: 04/10/2021

Effective Sequence: 0

HR Status: Active

Payroll Status: Leave With Pay

Action: Paid Leave of Absence

Reason: Short-Term Disability

Job Indicator: Primary Job

Payroll System: Payroll for North America

Absence System: Other

Payroll for North America ?

Pay Group: NS1

Employee Type: S

Tax Location Code: 760

GL Pay Type

Combination Code

S/M Class No Sal (SUNSAT07)

Salaried

Richmond (City)

Holiday Schedule: HOLSTD

FICA Status: Subject

Edit ChartFields

6. Verify the following:
 - a. **Pay Group:** NS1
 - b. **Holiday Schedule:** HOLSTD
7. Click the **Compensation** tab.



Payroll Job Aid

PY381 Extended Leave Processing

Work Location Job Information Payroll Salary Plan **Compensation**

Empl ID [Redacted]
Employee [Redacted] Empl Record 0

Compensation Details ?

Effective Date 04/10/2021
Effective Sequence 0
HR Status Active
Payroll Status Leave With Pay

Action Paid Leave of Absence
Reason Short-Term Disability
Job Indicator Primary Job

Go To Row

Current

Compensation Rate 2,083.333333

Frequency S Semimonthly

► Comparative Information ?

► Pay Rates ?

Default Pay Components

Pay Components ?

Amounts Controls Changes Conversion ||

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	50,000.000000	USD	A	

8. Make note of the compensation rate for the employee.
9. Enter the appropriate information into the VSDP **Calculation Spreadsheet** located on the DOA website.

10. Navigate to the **Enter SPOT Transactions** page using the following path:

Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions

The **Enter SPOT Transactions Search** page displays.

Enter SPOT Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Company

begins with ▼

Q

Pay Group

begins with ▼

Q

Pay Period End Date

= ▼

Q

Transaction Type

= ▼

▼

Batch Identity

begins with ▼

Batch Status

= ▼

▼

Created By

begins with ▼

Q


☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#)

[Clear](#)

[Basic Search](#)

 [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

11. Click the **Add a New Value** tab.

Enter SPOT Transactions

[Find an Existing Value](#) [Add a New Value](#)

Batch Identity

Company

Pay Group

Pay Period End Date

Transaction Type

[Find an Existing Value](#) | [Add a New Value](#)

12. Enter or select the following:

a. **Company**

b. **Pay Group**

Note: Enter the Pay Group that the employee is in for the payroll that is being processed. For this scenario **NS1**.

c. **Pay Period End Date**

d. **Transaction Type: Earnings**

13. Click the **Add** button.



Payroll Job Aid

PY381 Extended Leave Processing

The screenshot displays a web application interface for payroll processing. At the top, there are tabs for 'Detail Data' (selected) and 'Validation'. Below the tabs is a table with the following columns: Comments, Seq#, Empl ID, Empl Rcd, Name, Payroll Status, Earn Code, Description, Earns Begin Dt, Earns End Dt, Tax Periods, and Tax Method. The first row of data shows: 1, 1, [searchable field], 0, [searchable field], Leave WPy, STD, VSDP Benefits, [calendar icon], [calendar icon], 1, and Annualized.

Below this table is a detailed view of a transaction. It includes a pagination bar showing '1-1 of 1' and a 'View All' link. The detailed view table has the following columns: Oth Hrs, Hourly Rate, Amount, Benefit Ded Taken, Benefit Subset ID, Genl Ded Taken, Genl Ded Subset, Sepchk #, and two action buttons (+ and -). The first row of data shows: [dropdown], [dropdown], 2083.33, Deduction, [searchable field], Deduction, [searchable field], 0, and the + and - buttons.

14. Enter the following:
 - a. **Employee ID**
 - b. **Empl Rcd:** Defaults to **0**. Update if necessary.
 - c. **Earn Code: STD**
 - d. **Earns Begin Dt** and **Earns End Dt** is not necessary since this entry is for the current pay period.
 - e. **Amount:** Enter the amount from the worksheet
15. Validate and submit the transaction for approval.



Payroll Job Aid

PY381 Extended Leave Processing

Review Paycheck Page

In the Other Earnings section of the **Review Paycheck** page, you are able to see the STD for the entire period, which was entered and loaded from SPOT.

Note: (**Source** code of **OP** = SPOT)

Paycheck EarningsPaycheck TaxesPaycheck Deductions

Empl ID
Company CJS

Name
Pay Group NS1

Pay Period End 04/24/2021

Page 1

Line 1

Separate Check

Paycheck Information

Paycheck Status Calculated
Issue Date 04/30/2021
☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Option Check
Paycheck Number

Paycheck Totals

Earnings	2,083.33
Taxes	227.84
Deductions	305.33
Net Pay	1,550.16

Earnings

Begin Date 04/10/2021
Empl Record 0

End Date 04/24/2021
Benefit Record 0

Addl Line Nbr 6

Reason

Additional Data

Salaried

Hours	0.00
Rate	24.038462
Earnings	0.00

Hourly

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

Overtime

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

State VA

Locality

Rate Used Hourly Rate

Shift Not Applicable

Shift Rate

Other Earnings

Other Earnings Details 1

Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
STD	VSDP Benefits	Hourly Rate			2,083.33	OP

STD – Effective in the Middle of the Pay Period

When the effective date for an employee going on STD is in the middle of a pay period, there are specific steps that must occur. In this scenario, we will walk through the steps for an employee going on STD in the middle of the 4/10 – 4/24 pay period. The effective date of the change is 4/15/2021.

Human Resources

- Insert a new effective dated row of 4/15/2021:
 - Action: Paid Leave of Absence
 - Reason: Short-Term Disability
 - On the Payroll tab change the employee's Holiday Schedule to HOLSTD
- Insert an additional effective dated row 4/25/2021:
 - Action: Data change
 - Reason: Status change
 - On the Payroll tab change the employee's pay group to NS1

Note: For more details on how these transactions are processed in HR, see the job aid titled **HR351: Managing Leaves of Absence (Paid and Unpaid)** located on the Cardinal Website in **Job Aids** under **Learning**.

Time & Attendance

- Employee Setup Administrator updates the schedule to a 5x8 (Monday – Friday), if necessary. The effective date of the schedule change should be the first day of the FLSA period during which the STD begins.
- The normal the regular productive or non-productive time should be entered for the days prior when the STD begins.
- Absence Administrator:
 - Enter the STD on the employee's timesheet. Absence Administrators should request the VSDP Calculation Spreadsheet from Payroll to identify the number of hours of STD/Supplement to be entered.
 - If the employee is using leave cover time not covered by STD (once it drops to 80% or 60%), enter the absence hours on the timesheet (VAC, SCK, PER)
 - If employee is not supplementing with leave enter STL – this allows the employee accruals to continue

Payroll

- Payroll Administrators will review HR and Timesheet information, employee compensation and enter the appropriate transactions in SPOT for employee to be paid accurately. See the steps outlined in the section below:



Payroll Job Aid

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Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Empl Record = ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

☐ Include History ☐ Case Sensitive

Limit the number of results to (up to 300):

Search [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.
3. Click the **Search** button.

Work Location [Job Information](#) [Payroll](#) [Salary Plan](#) [Compensation](#)

Employee Empl ID

Empl Record 0

Work Location Details ? [Go To Row](#)

Effective Date 04/25/2021

Effective Sequence 0

HR Status Active

Payroll Status Leave With Pay

Position Number CJS00252 Field Services Coordinator

Position Entry Date 06/18/1999

Regulatory Region USA United States

Action Data Change

Reason Status Change

Job Indicator Primary Job

Current ☐

[Override Position Data](#)

4. The most current effective dated row displays. Click the arrow to view the previous row.



Payroll Job Aid

PY381 Extended Leave Processing

Work Location | Job Information | **Payroll** | Salary Plan | Compensation

Empl ID [redacted]
Employee [redacted] Empl Record 0

Work Location Details ?

Effective Date 04/15/2021

Effective Sequence 0

HR Status Active

Payroll Status Leave With Pay

Action Paid Leave of Absence

Reason Short-Term Disability

Job Indicator Primary Job

Position Number CJS00252 Field Services Coordinator

Position Entry Date 06/18/1999

Regulatory Region USA United States

Company CJS Dept of Criminal Justice Svcs

Go To Row

History

5. Verify the following on the **Work Location** tab:
 - a. **Effective Date:** Mid period date when the STD became effective
 - b. **Action:** Paid Leave of Absence
 - c. **Reason:** Short-Term Disability
6. Click the **Payroll** tab.

Work Location | Job Information | **Payroll** | Salary Plan | Compensation

Empl ID [redacted]
Employee [redacted] Empl Record 0

Payroll Information ?

Effective Date 04/15/2021

Effective Sequence 0

HR Status Active

Payroll Status Leave With Pay

Action Paid Leave of Absence

Reason Short-Term Disability

Job Indicator Primary Job

Payroll System Payroll for North America

Absence System Other

Payroll for North America ?

Pay Group TR2 Semimonthly Class (SUNSAT07)

Employee Type S Salaried

Tax Location Code 760 Richmond (City)

GL Pay Type

Combination Code

Holiday Schedule HOLSTD

FICA Status Subject

Edit ChartFields

Go To Row

History

7. Verify the Holiday Schedule field is **HOLSTD**.
8. Click the **Work Location** tab again.



Payroll Job Aid

PY381 Extended Leave Processing

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ?

Effective Date 04/15/2021
Effective Sequence 0
HR Status Active
Payroll Status Leave With Pay

Action Paid Leave of Absence
Reason Short-Term Disability
Job Indicator Primary Job

Position Number CJS00252 Field Services Coordinator
Position Entry Date 06/18/1999
Regulatory Region USA United States
Company CJS Dept of Criminal Justice Svcs

Go To Row

History

9. Click the arrow to view the most current row.

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ?

Effective Date 04/25/2021
Effective Sequence 0
HR Status Active
Payroll Status Leave With Pay

Action Data Change
Reason Status Change

Position Number CJS00252 Field Services Coordinator
Position Entry Date 06/18/1999
Regulatory Region USA United States

Go To Row

Current

10. Verify the following:
- Effective Date:** Beginning of the next pay period
 - Action:** Data Change
 - Reason:** Status Change
11. Click the **Payroll** tab.



Payroll Job Aid

PY381 Extended Leave Processing

Work Location Job Information **Payroll** Salary Plan **Compensation**

Employee Empl ID Empl Record 0

Payroll Information ? 1 of 5

Effective Date 04/25/2021 Go To Row

Effective Sequence 0 Action Data Change

HR Status Active Reason Status Change

Payroll Status Leave With Pay Job Indicator Primary Job

Current ☐

Payroll System Payroll for North America

Absence System Other

Payroll for North America ?

Pay Group NS1 S/M Class No Sal (SUNSAT07)

Employee Type S Salaried Holiday Schedule HOLSTD HolSch-STD

Tax Location Code 760 Richmond (City)

GL Pay Type FICA Status Subject

Combination Code Edit ChartFields

12. Verify the following the **Pay Group** field is **NS1**.
13. Click the **Compensation** tab.

Work Location Job Information Payroll Salary Plan **Compensation**

Employee Empl ID Empl Record 0

Compensation Details ? 1 of 5

Effective Date 04/25/2021 Go To Row

Effective Sequence 0 Action Data Change

HR Status Active Reason Status Change

Payroll Status Leave With Pay Job Indicator Primary Job

Current ☐

Compensation Rate 2,083.333333 Frequency S Semimonthly

► **Comparative Information** ?

► **Pay Rates** ?

Default Pay Components

Pay Components ?

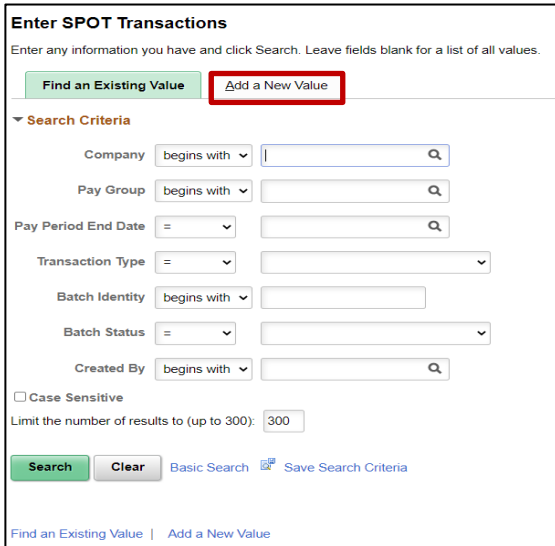
Amounts Controls Changes Conversion ||>

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	50,000.000000	USD	A	

14. Make note of the compensation rate for the employee.
15. Enter the appropriate information into the VSDP **Calculation Spreadsheet** located on the DOA website.

16. Navigate to the **Enter SPOT Transactions** page using the following path:

Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPT Transactions



Enter SPOT Transactions
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Company begins with

Pay Group begins with

Pay Period End Date =

Transaction Type =

Batch Identity begins with

Batch Status =

Created By begins with

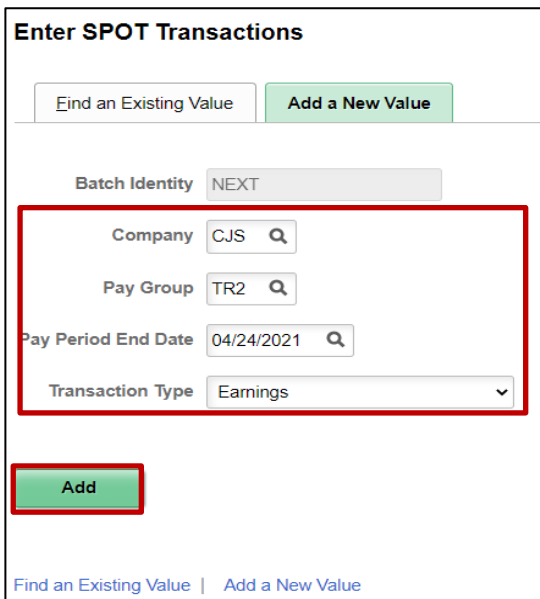
☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

17. Click the **Add a New Value** tab.



Enter SPOT Transactions

[Find an Existing Value](#) [Add a New Value](#)

Batch Identity NEXT

Company CJS

Pay Group TR2

Pay Period End Date 04/24/2021

Transaction Type Earnings

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

18. Enter the following:
- Company**
 - Pay Group:** Enter the Pay Group that the employee is in for the payroll that is being processed. For this scenario TR2.
 - Pay Period End Date**
 - Transaction Type:** Earnings
19. Click the **Add** button.



Payroll Job Aid

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Detail Data Validation

	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax
1		1	<input type="text"/>	<input type="text"/>		Active	RGS	Regular Time - Salaried	<input type="text"/>	<input type="text"/>	1	Ap
2		2	<input type="text"/>	<input type="text"/>		Active	STD	VSDP Benefits	<input type="text"/>	<input type="text"/>	1	A

Validate Submit

How Counts

1-2 of 2

Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #		
	Annualized	-1.00	1458.330000		Deduction		Deduction		0	+	-
	Annualized			1458.33	Deduction		Deduction		0	+	-

20. Enter two lines.
21. On one line enter:
 - a. **Employee ID**
 - b. **Empl Rcd**
 - c. **Earn Code:** RGS
 - d. **Earns Begin Dt** and **Earns End Dt** is not necessary since this entry is for the current pay period.
 - e. **Oth Hrs:** -1
 - f. **Hourly Rate:** enter the amount from the VSDP calculation spreadsheet. (Paysheet was created for the TR2 paygroup and full regular pay was calculated. This transaction will reduce the regular pay by the amount that should be paid as STD).
 - g. Click the **+** button to add a new row
22. On the next line enter:
 - a. **Employee ID**
 - b. **Empl Rcd**
 - c. **Earn Code:** STD
 - d. **Earns Begin Dt** and **Earns End Dt** is not necessary since this entry is for the current pay period.
 - e. **Amount:** enter the amount from the VSDP Calculation Spreadsheet for the STD
23. Validate and submit the transaction for approval.



Payroll Job Aid

PY381 Extended Leave Processing

Review Paycheck Page

In the **Other Earnings** section of the **Review Paycheck** page on the **Paycheck Earnings** tab, you are able to view the STD and RGS hour adjustments entered and loaded from SPOT.

Note: Source code of **OP** = SPOT

Paycheck EarningsPaycheck TaxesPaycheck Deductions

Empl ID [REDACTED] Name [REDACTED]
Company CJS Pay Group TR2 Pay Period End 04/24/2021 Page 4 Line 1 Separate Check

Paycheck Information
Paycheck Status Calculated Paycheck Option Check
Issue Date 04/30/2021 Paycheck Number
☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals
Earnings 2,083.33
Taxes 470.55
Deductions 350.96
Net Pay 1,261.82

Earnings

Begin Date 04/10/2021 End Date 04/24/2021 Addl Line Nbr 4 Reason
Empl Record 0 Benefit Record 0 Additional Data

Salaried
Hours 0.00
Rate 24.038462
Earnings 0.00

Hourly
Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Overtime
Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

State VA Locality
Rate Used Hourly Rate
Shift Not Applicable Shift Rate

Other Earnings

Other Earnings Details 1Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	-1.00	1,458.330000	-1,458.33	OP



Payroll Job Aid

PY381 Extended Leave Processing

Paycheck Earnings

Paycheck Taxes

Paycheck Deductions

Emp ID Name
Company CJS Pay Group TR2 Pay Period End 04/24/2021 Page 4 Line 1 Separate Check

Paycheck Information
Paycheck Status Calculated Paycheck Option Check
Issue Date 04/30/2021 Paycheck Number
☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals
Earnings 2,083.33
Taxes 470.55
Deductions 350.96
Net Pay 1,261.82

Earnings

4 of 5

View All

Begin Date 04/10/2021 End Date 04/24/2021 Addl Line Nbr 3 Reason
Empl Record 0 Benefit Record 0 Additional Data

Salaried
Hours 0.00
Rate 24.038462
Earnings 0.00

Hourly
Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Overtime
Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

State VA Locality
Rate Used Hourly Rate
Shift Not Applicable Shift Rate

Other Earnings

1-1 of 1

View All

Other Earnings Details 1

Other Earnings Details 2

11

Code	Description	Rate Used	Hours	Rate	Amount	Source
STD	VSDP Benefits	Hourly Rate			1,458.33	OP

STD – Effective in the Prior Pay Period

When the effective date for an employee going on STD is in the prior pay period, there are specific steps that must occur. In this scenario, we will walk through the steps for an employee who went on STD in the prior period. The effective date of the STD is 4/05/2021 and the income replacement percentage is 100% for 4/05/2021 – 4/09/2021. Income replacement for 4/10/2021 – 4/24/2021 is 80% STD and the employee is using leave to supplement 20%. The current period is 4/10/2021 – 4/24/2021

Human Resources

- Insert a new effective dated row of 4/5/2021:
 - Action: Paid Leave of Absence
 - Reason: Short-Term Disability
 - On the Payroll tab change the employee's Holiday Schedule to HOLSTD
- Insert an additional effective dated row 4/10/2021:
 - Action: Data change
 - Reason: Status change
 - On the Payroll tab change the employee's Pay Group to NS1

Note: For more details on how these transactions are processed in HR, see the job aid titled **HR351: Managing Leaves of Absence (Paid and Unpaid)** located on the Cardinal Website in **Job Aids** under **Learning**.

Time & Attendance

- Employee Setup Administrator updates the schedule to a 5x8 (Monday – Friday), if necessary. The effective date of the schedule change should be the first day of the FLSA period during which the STD begins.
- The regular productive or non-productive time should be entered for the days prior to when the STD begins.
- Absence Administrator:
 - Enter the STD on the employee's timesheet. Absence Administrators should request the VSDP Calculation Spreadsheet from Payroll to identify the number of hours of STD/Supplement to be entered.
 - If the employee is using leave cover time not covered by STD (once it drops to 80% or 60%), enter the absence hours on the timesheet (VAC, SCK, PER)
 - If employee is not supplementing with leave enter STL – this allows the employee accruals to continue

Payroll

Payroll Administrators will review HR and Timesheet information, employee compensation and enter the appropriate transactions in SPOT for employee to be paid accurately. See the steps outlined in the section

1. Navigate to the **Job Data** page to review the information using the following path:

Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID

begins with ▼

Empl Record

= ▼

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

Middle Name

begins with ▼

☐ Include History ☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.
3. Click the **Search** button.



Payroll Job Aid

PY381 Extended Leave Processing

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [] Empl ID [] Empl Record 0

Work Location Details ?

Effective Date 04/10/2021

Effective Sequence 0

HR Status Active

Payroll Status Leave With Pay

Position Number CJS00247 CJ Research Analyst

Position Entry Date 09/21/1998

Regulatory Region USA United States

Company CJS Dept of Criminal Justice Svcs

Action Data Change

Reason Status Change

Job Indicator Primary Job

Current

Go To Row

1 of 5

4. Verify there is an effective dated row for the date the STD was effective. Click the arrow to view previous row.

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [] Empl ID [] Empl Record 0

Work Location Details ?

Effective Date 04/05/2021

Effective Sequence 0

HR Status Active

Payroll Status Leave With Pay

Position Number CJS00247 CJ Research Analyst

Position Entry Date 09/21/1998

Regulatory Region USA United States

Action Paid Leave of Absence

Reason Short-Term Disability

Job Indicator Primary Job

History

Go To Row

2 of 5

5. Verify the following on the **Work Location** tab for the effective dated row for the date the STD took effect:
- Effective Date:** the first day of the STD (4/5)
 - Action:** Paid Leave of Absence
 - Reason:** Short-Term Disability
6. Click the **Payroll** tab.



Payroll Job Aid

PY381 Extended Leave Processing

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Payroll Information ?

Effective Date 04/05/2021
Effective Sequence 0
HR Status Active
Payroll Status Leave With Pay

Action Paid Leave of Absence
Reason Short-Term Disability
Job Indicator Primary Job

Go To Row

History

Payroll System Payroll for North America
Absence System Other

Payroll for North America ?

Pay Group TR2
Employee Type S
Tax Location Code 760
GL Pay Type
Combination Code

Semimonthly Class (SUNSAT07)
Salaried
Richmond (City)

Holiday Schedule HOLSTD

FICA Status Subject
Edit ChartFields

7. Verify the following that the **Holiday Schedule** is **HOLSTD**
8. Click the **Work Location** tab.

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ?

Effective Date 04/05/2021
Effective Sequence 0
HR Status Active
Payroll Status Leave With Pay

Action Paid Leave of Absence
Reason Short-Term Disability
Job Indicator Primary Job

Go To Row

History

Position Number CJS00247 CJ Research Analyst
Override Position Data

Position Entry Date 09/21/1998
☐ Position Management Record

Regulatory Region USA United States

9. Click the arrow to go back to the most recent effective dated row.



Payroll Job Aid

PY381 Extended Leave Processing

Work Location | Job Information | **Payroll** | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ?

Effective Date	04/10/2021	Action	Data Change
Effective Sequence	0	Reason	Status Change
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Leave With Pay		

Go To Row

Position Number CJS00247 CJ Research Analyst
Override Position Data

Position Entry Date 09/21/1998
☐ Position Management Record

Regulatory Region USA United States
Company CJS Dept of Criminal Justice Svcs

10. Verify the following:
 - a. **Effective Date:** should be the beginning of the current pay period.
 - b. **Action:** Data Change
 - c. **Reason:** Status Change
11. Click the **Payroll** tab.

Work Location | Job Information | Payroll | Salary Plan | **Compensation**

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Payroll Information ?

Effective Date	04/10/2021	Action	Data Change
Effective Sequence	0	Reason	Status Change
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Leave With Pay		

Go To Row

Payroll System Payroll for North America
Absence System Other

Payroll for North America ?

Pay Group	NS1	S/M Class No Sal (SUNSAT07)	
Employee Type	S	Salaried	Holiday Schedule HOLSTD
Tax Location Code	760	Richmond (City)	HolSch-STD
GL Pay Type		FICA Status	Subject
Combination Code		Edit ChartFields	

12. Verify the **Pay Group** is NS1.
13. Click the **Compensation** tab.



Payroll Job Aid

PY381 Extended Leave Processing

Work Location Job Information Payroll Salary Plan **Compensation**

Empl ID [Redacted]
Employee Empl Record 0

Compensation Details ?

Effective Date 04/10/2021
Effective Sequence 0
HR Status Active
Payroll Status Leave With Pay

Action Data Change
Reason Status Change
Job Indicator Primary Job

Go To Row

Current ☐

Compensation Rate 2,083.333333

Frequency S Semimonthl

► **Comparative Information** ?

► **Pay Rates** ?

Default Pay Components

Pay Components ?

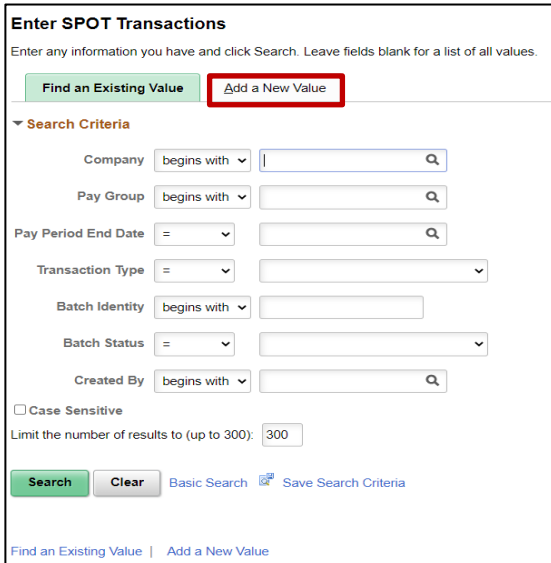
Amounts Controls Changes Conversion

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	50,000.000000	USD	A	

14. Make note of the compensation rate for the employee.
15. Enter the appropriate information into the VSDP **Calculation Spreadsheet** located on the DOA website.

16. Navigate to the **Enter SPOT Transactions** page using the following path:

Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions



Enter SPOT Transactions
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) **Add a New Value**

▼ **Search Criteria**

Company begins with

Pay Group begins with

Pay Period End Date =

Transaction Type =

Batch Identity begins with

Batch Status =

Created By begins with

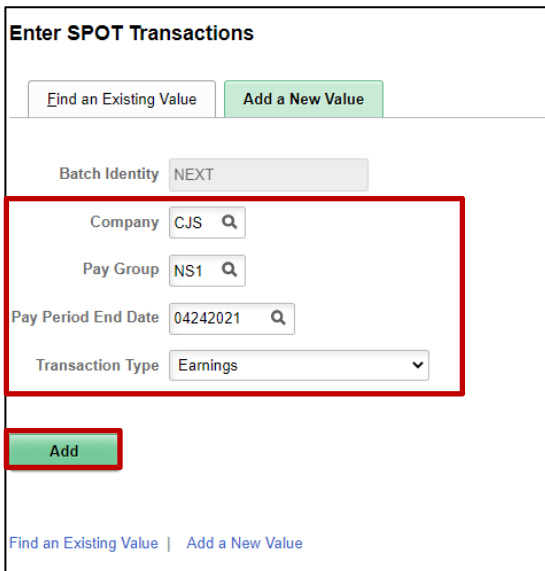
☐ Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

17. Click the **Add a New Value** tab.



Enter SPOT Transactions

[Find an Existing Value](#) **Add a New Value**

Batch Identity

Company

Pay Group

Pay Period End Date

Transaction Type

Add

[Find an Existing Value](#) | [Add a New Value](#)

18. Enter the following:
- Company**
 - Pay Group:** enter the Pay Group the employee is in for the payroll currently being processed. For this scenario **NS1**.
 - Pay Period End Date**
 - Transaction Type:** Earnings
19. Click the **Add** button.



Payroll Job Aid

PY381 Extended Leave Processing

Detail Data Validation											
Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	
1	1		0		Leave W/Py	RGS	Regular Time - Salaried	04/05/2021	04/09/2021	1	
2	2		0		Leave W/Py	STD	VSDP Benefits	04/05/2021	04/09/2021	1	
3	3		0		Leave W/Py	RGS	Regular Time - Salaried	04/10/2021	04/24/2021	1	
4	4		0		Leave W/Py	STD	VSDP Benefits	04/10/2021	04/24/2021	1	

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #		
Annualized	-1.00	868.050000		Deduction		Deduction		0	+	-
Annualized			868.05	Deduction		Deduction		0	+	-
Annualized	1.00	416.670000		Deduction		Deduction		0	+	-
Annualized			1666.66	Deduction		Deduction		0	+	-

20. For this scenario, you will enter four (4) lines.
21. Line one enter the following:
- Employee ID**
 - Empl Rcd:** Defaults to 0. Update if appropriate.
 - Earn Code:** RGS
 - Earns Begin Dt:** STD begin date (4/5)
 - Earns End Dt:** end of the previous pay period (4/9)
 - Oth Hrs:** -1
 - Hourly Rate:** amount from the VSDP Calculation Spreadsheet that represents the regular hours that were paid in the previous period that are being reclassified as STD.
 - Click the **+** button to add a new row.
22. Line two enter the following:
- Employee ID**
 - Empl Rcd:** Defaults to 0. Update if appropriate.
 - Earns Code:** STD
 - Earns Begin Dt:** first day the STD was effective in the prior period (4/5)
 - Earns End Dt:** last day of the prior pay period that the STD was effective (4/9)
 - Amount:** amount from the VSDP Calculation Spreadsheet that should have been classified as STD in the prior period.
 - Click the **+** button to add a new row



Payroll Job Aid

PY381 Extended Leave Processing

Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
	1		0		Leave W/Py	RGS	Regular Time - Salaried	04/05/2021	04/09/2021	1
	2		0		Leave W/Py	STD	VSDP Benefits	04/05/2021	04/09/2021	1
	3		0		Leave W/Py	RGS	Regular Time - Salaried	04/10/2021	04/24/2021	1
	4		0		Leave W/Py	STD	VSDP Benefits	04/10/2021	04/24/2021	1

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #		
Annualized	-1.00	868.050000		Deduction		Deduction		0	+	-
Annualized			868.05	Deduction		Deduction		0	+	-
Annualized	1.00	416.670000		Deduction		Deduction		0	+	-
Annualized			1666.66	Deduction		Deduction		0	+	-

23. Line three enter the following:
- Employee ID**
 - Empl Rcd:** Defaults to **0**. Update if appropriate.
 - Earn Code:** RGS
 - Earns Begin Dt** and **Earns End Dt** is not necessary since this entry is for the current pay period (4/10 – 4/24); however, it is shown here for purposes of the example.
 - Oth Hrs:** 1
 - Hourly Rate:** amount from the VSDP Calculation Spreadsheet that represents the 20% that is being used to supplement the STD for the current period.
 - Click the **+** button to add another row
24. Line four row enter the following:
- Employee ID**
 - Empl Rcd:** Defaults to **0**. Update if appropriate.
 - Earn Code:** STD
 - Earns Begin Dt** and **Earns End Dt** is not necessary since this entry is for the current pay period (4/10 – 4/24); however, it is shown here for purposes of the example.
 - Amount:** amount from the VSDP Calculation Spreadsheet that represents the 80% STD for the current pay period.
25. Validate and submit the batch for approval.



Payroll Job Aid

PY381 Extended Leave Processing

Review Paycheck Page

In the **Other Earnings** section of the **Review Paycheck** page on the **Paycheck Earnings** tab, you are able to view the STD and RGS hour adjustments entered and loaded from SPOT.

Note: Source code of **OP** = SPOT

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions			
Empl ID	Name	Company	Pay Group	Pay Period End	Page	Line	Separate Check
CJS	NS1	04/24/2021	2	1			
Paycheck Information							
Paycheck Status		Calculated		Paycheck Option		Check	
Issue Date		04/30/2021		Paycheck Number			
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	<input type="checkbox"/> Cashed			
Paycheck Totals							
Earnings		2,083.33					
Taxes		351.59					
Deductions		365.45					
Net Pay		1,366.29					
Earnings							
Begin Date		04/05/2021		End Date		04/09/2021	
Empl Record		0		Benefit Record		0	
Add'l Line Nbr		6		Reason		Additional Data	
Salaried		Hourly		Overtime			
Hours 0.00		Hours 0.00		Hours 0.00			
Rate 24.038462		Rate 0.000000		Rate 0.000000			
Earnings 0.00		Earnings 0.00		Earnings 0.00			
Rate Code		Rate Code		Rate Code			
State VA		Locality					
Rate Used Hourly Rate		Shift Rate					
Shift Not Applicable							
Other Earnings							
Other Earnings Details 1		Other Earnings Details 2					
Code	Description	Rate Used	Hours	Rate	Amount	Source	
RGS	Regular Time - Salaried	Hourly Rate	-1.00	868.050000	-868.05	OP	



Payroll Job Aid

PY381 Extended Leave Processing

Paycheck Earnings

Paycheck Taxes

Paycheck Deductions

Empl ID

Name

Company CJS

Pay Group NS1

Pay Period End 04/24/2021

Page 2

Line 1

Separate Check

Paycheck Information

Paycheck Status Calculated

Paycheck Option Check

Issue Date 04/30/2021

Paycheck Number

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

Paycheck Totals

Earnings	2,083.33
Taxes	351.59
Deductions	365.45
Net Pay	1,366.29

Earnings

6 of 7

View All

Begin Date 04/05/2021

End Date 04/09/2021

Addl Line Nbr 8

Reason

Additional Data

Empl Record 0

Benefit Record 0

Salaried

Hours 0.00

Rate 24.038462

Earnings 0.00

Hourly

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

Overtime

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

State VA

Locality

Rate Used Hourly Rate

Shift Not Applicable

Shift Rate

Other Earnings

1-1 of 1

View All

Other Earnings Details 1

Other Earnings Details 2

II



Payroll Job Aid

PY381 Extended Leave Processing

Paycheck Earnings

Paycheck Taxes

Paycheck Deductions

Empl ID

Name

Company CJS

Pay Group NS1

Pay Period End 04/24/2021

Page 2

Line 1

Separate Check

Paycheck Information

Paycheck Status Calculated

Paycheck Option Check

Issue Date 04/30/2021

Paycheck Number

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

Paycheck Totals

Earnings 2,083.33

Taxes 351.59

Deductions 365.45

Net Pay 1,366.29

Earnings

Begin Date 04/10/2021

End Date 04/24/2021

Addl Line Nbr 9

Reason

Additional Data

Empl Record 0

Benefit Record 0

Salaried

Hours 0.00

Rate 24.038462

Earnings 0.00

Hourly

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

Overtime

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

State VA

Locality

Rate Used Hourly Rate

Shift Not Applicable

Shift Rate

Other Earnings

1-1 of 1

View All

Other Earnings Details 1

Other Earnings Details 2

||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	1.00	416.670000	416.67	OP



Payroll Job Aid

PY381 Extended Leave Processing

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions	
Empl ID		Name			
Company	CJS	Pay Group	NS1	Pay Period End	04/24/2021
Page	2	Line	1	Separate Check	
Paycheck Information			Paycheck Totals		
Paycheck Status	Calculated	Paycheck Option	Check	Earnings	2,083.33
Issue Date	04/30/2021	Paycheck Number		Taxes	351.59
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	Deductions	365.45
			<input type="checkbox"/> Cashed	Net Pay	1,366.29
Earnings					
Begin Date	04/10/2021	End Date	04/24/2021	Add Line Nbr	7
Empl Record	0	Benefit Record	0	Reason	
Additional Data					
Salaried		Hourly		Overtime	
Hours	0.00	Hours	0.00	Hours	0.00
Rate	24.038462	Rate	0.000000	Rate	0.000000
Earnings	0.00	Earnings	0.00	Earnings	0.00
		Rate Code		Rate Code	
State	VA	Locality			
Rate Used	Hourly Rate	Shift Rate			
Shift	Not Applicable				
Other Earnings					
1-1 of 1					
View All					
Other Earnings Details 1					
Code	Description	Rate Used	Hours	Rate	Amount
STD	VSDP Benefits	Hourly Rate			1,666.66
					OP

STD – Returning from STD in the Middle of the Pay Period

When the effective date for an employee returning from STD is in the middle of a pay period, there are specific steps that must occur. In this scenario, we will walk through the steps for an employee returning from STD in the middle of the 4/25 – 5/09 pay period. The effective date of the return from STD is 5/5/2021. For this scenario, the employee is at 100% for STD.

Human Resources

- Insert a new effective dated row of 5/05/2021:
 - Action: Return from Leave
 - Reason: Return from Leave
 - On the Payroll tab change the employee's Holiday Schedule to HOLSAL
- Insert an additional effective dated row 5/10/2021:
 - Action: Data change
 - Reason: Status change
 - On the Payroll tab change the employee's pay group to TR2

Note: For more details on how these transactions are processed in HR, see the job aid titled **HR351: Managing Leaves of Absence (Paid and Unpaid)** located on the Cardinal Website in **Job Aids** under **Learning**.

Time & Attendance

- Employee Setup Administrator updates the schedule to a 5x8 (Monday – Friday) if necessary. The effective date of the schedule change should be the first day of the FLSA period during which the STD begins.
- The regular productive or non-productive time should be entered for the days after the STD ends.
- Absence Administrator:
 - Enter the STD on the employee's timesheet
 - If the employee is using leave cover time not covered by STD (once it drops to 80% or 60%), enter the absence hours on the timesheet (VAC, SCK, PER)
 - If employee is not supplementing with leave enter STL – this allows the employee accruals to continue

Payroll

- Payroll Administrators will review HR and Timesheet information, employee compensation and enter the appropriate transactions in SPOT for employee to be paid accurately. See the steps outlined in the section below:



Payroll Job Aid

PY381 Extended Leave Processing

1. Navigate to the **Job Data** page using the following path:

Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.

The screenshot shows the 'Job Data' search interface. At the top, there's a header 'Job Data' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a green button labeled 'Find an Existing Value'. The main section is titled 'Search Criteria' and contains several input fields: 'Empl ID' (with a dropdown 'begins with' and a text box), 'Empl Record' (with a dropdown '=' and a text box), 'Name' (with a dropdown 'begins with' and a text box), 'Last Name' (with a dropdown 'begins with' and a text box), 'Second Last Name' (with a dropdown 'begins with' and a text box), 'Alternate Character Name' (with a dropdown 'begins with' and a text box), and 'Middle Name' (with a dropdown 'begins with' and a text box). Below these fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. A text box 'Limit the number of results to (up to 300):' is set to '300'. At the bottom, there are four buttons: 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee Id in the **Empl ID** field.
3. Click the **Search** button.

The **Work Location** tab displays.

The screenshot shows the 'Work Location' tab in the system. At the top, there are five tabs: 'Work Location' (selected), 'Job Information', 'Payroll', 'Salary Plan', and 'Compensation'. Below the tabs, there's a header section with 'Employee' and 'Empl ID' fields. The main section is titled 'Work Location Details' and contains a table with the following data: 'Effective Date' 05/10/2021, 'Effective Sequence' 0, 'HR Status' Active, 'Payroll Status' Active, 'Action' Data Change, 'Reason' Status Change, 'Job Indicator' Primary Job, and 'Current' status. At the bottom, there's a 'Position Number' CJS00247 and a 'C.I. Research Analyst' role. A 'Go To Row' button is also present. A red box highlights the right arrow in the pagination controls at the top right of the table.

4. Click the arrow to view the previous effective dated row.



Payroll Job Aid

PY381 Extended Leave Processing

Work Location | Job Information | **Payroll** | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ?

Effective Date **05/05/2021** Go To Row

Effective Sequence 0
HR Status Active
Payroll Status Active

Action Return from Leave
Reason Return From Leave

Job Indicator Primary Job History

Position Number CJS00247 CJ Research Analyst
Override Position Data

Position Entry Date 09/21/1998

5. Verify the following:
 - a. **Effective Date:** Date the employee returned from leave
 - b. **Action:** Return from leave
 - c. **Reason:** Return from Leave
6. Click the **Payroll** tab

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Payroll Information ?

Effective Date 05/05/2021 Go To Row

Effective Sequence 0
HR Status Active
Payroll Status Active

Action Return from Leave
Reason Return From Leave

Job Indicator Primary Job History

Payroll System Payroll for North America
Absence System Other

Payroll for North America ?

Pay Group NS1 S/M Class No Sal (SUNSAT07)
Employee Type S Salaried
Tax Location Code 760 Richmond (City)
GL Pay Type
Combination Code

Holiday Schedule HOLSAL Sal HolSch

FICA Status Subject
Edit ChartFields

7. Verify the **Holiday Schedule** is **HOLSAL**
8. Click the **Work Location** tab.



Payroll Job Aid

PY381 Extended Leave Processing

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ?

Effective Date 05/05/2021
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Return from Leave
Reason Return From Leave
Job Indicator Primary Job

Position Number CJS00247 CJ Research Analyst
Override Position Data

Position Entry Date 09/21/1998

Go To Row

History

9. Click the arrow to return to the most recent effective dated row.

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ?

Effective Date 05/10/2021
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Data Change
Reason Status Change

Job Indicator Primary Job

Position Number CJS00247 CJ Research Analyst
Override Position Data

Position Entry Date 09/21/1998

Go To Row

Current

10. Verify the following:
- Effective Date:** should be the beginning of the next pay period
 - Action:** Data Change
 - Reason:** Status Change
11. Click the **Payroll** tab.



Payroll Job Aid

PY381 Extended Leave Processing

Work Location Job Information **Payroll** Salary Plan **Compensation**

Employee Empl ID [redacted]
Empl Record 0

Payroll Information ?

Effective Date 05/10/2021
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Data Change
Reason Status Change
Job Indicator Primary Job

Go To Row

Current

Payroll System Payroll for North America
Absence System Other

Payroll for North America ?

Pay Group TR2
Employee Type S
Tax Location Code 760
GL Pay Type
Combination Code

Semimonthly Class (SUNSAT07)
Salaried
Richmond (City)

Holiday Schedule HOLSAL
FICA Status Subject
Sal.HolSch
Edit ChartFields

12. Verify the **Pay Group** is TR2.
13. Click the **Compensation** tab.

Work Location Job Information Payroll Salary Plan **Compensation**

Jolly Ranchers Empl ID 00268631400
Employee Empl Record 0

Compensation Details ?

Effective Date 05/10/2021
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Data Change
Reason Status Change
Job Indicator Primary Job

Go To Row

Current

Compensation Rate 2,083.333333
Frequency S Semimonthly

► **Comparative Information** ?

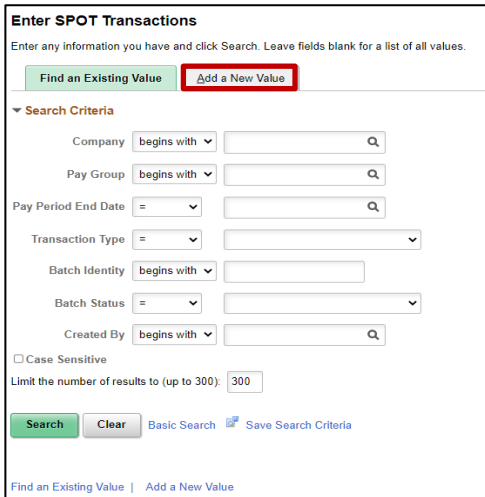
► **Pay Rates** ?

14. Make note of the compensation rate for the employee.
15. Enter the appropriate information into the VSDP **Calculation Spreadsheet** located on the DOA website.

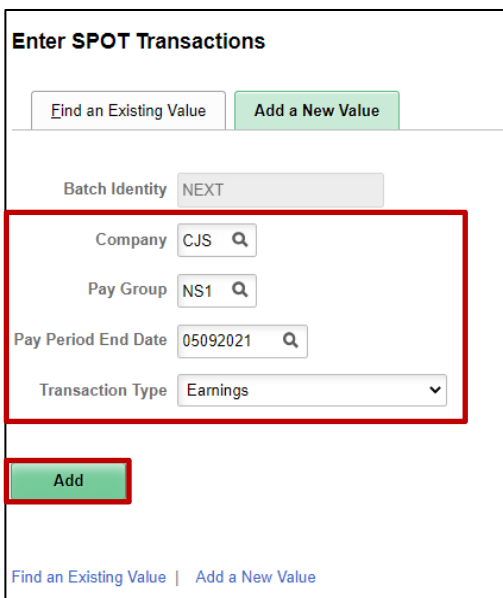
16. Navigate to the **Enter SPOT Transactions** page using the following path:

Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions

The **Enter SPOT Transactions Search** page displays.



17. Click the **Add a New Value** tab.



18. Enter or select the following:

- Company**
- Pay Group:** Enter the Pay Group the employee is in for the payroll being processed. For this scenario NS1.
- Pay Period End Date**
- Transaction Type:** Earnings

19. Click the **Add** button.



Payroll Job Aid

PY381 Extended Leave Processing

Detail Data Validation											
	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Period
1		1	<input type="text"/>	<input type="text"/>		Active	RGS	Regular Time - Salaried	05/05/2021	05/09/2021	1
2		2	<input type="text"/>	<input type="text"/>		Active	STD	VSDP Benefits	04/25/2021	05/04/2021	1

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #		
Annualized	1.00	625.000000		Deduction		Deduction		0	+	-
Annualized			1458.33	Deduction		Deduction		0	+	-

20. Enter the following:
 - a. **Employee ID**
 - b. **Empl Rcd**: Defaults to **0**. Update if necessary
 - c. **Earn Code**: RGS
 - d. **Earns Begin Dt** and **Earns End Dt** is not necessary since this entry is for the current pay period (4/25 – 5/09); however, it is shown here for purposes of the example.
 - e. **Oth Hrs**: 1
 - f. **Hourly Rate**: Amount from VSDP Calculation Spreadsheet for regular hours
 - g. Click the **+** button to add a new row.
21. On the next line enter:
 - a. **Employee ID**
 - b. **Empl Rcd**: Defaults to **0**. Update if necessary.
 - c. **Earn Code**: STD
 - d. **Earns Begin Dt** and **Earns End Dt** is not necessary since this entry is for the current pay period (4/25 – 5/09); however, it is shown here for purposes of the example.
 - e. **Amount**: enter the amount from the VSDP Calculation Spreadsheet for STD
22. Validate and submit the transaction for approval.



Payroll Job Aid

PY381 Extended Leave Processing

Review Paycheck Page

In the **Other Earnings** section of the **Review Paycheck** page on the **Paycheck Earnings** tab, you are able to view the STD and RGS hour adjustments entered and loaded from SPOT.

Note: Source code of **OP** = SPOT

Paycheck EarningsPaycheck TaxesPaycheck Deductions

Empl ID [redacted] Name [redacted]
Company CJS Pay Group NS1 Pay Period End 05/09/2021 Page 2 Line 1 Separate Check

Paycheck Information
Paycheck Status Calculated Paycheck Option Check
Issue Date 05/14/2021 Paycheck Number
☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals
Earnings 2,083.33
Taxes 359.45
Deductions 340.95
Net Pay 1,382.93

Earnings

Begin Date 05/05/2021 End Date 05/09/2021 Addl Line Nbr 8 Reason
Empl Record 0 Benefit Record 0 Additional Data

Salaried
Hours 0.00
Rate 24.038462
Earnings 0.00

Hourly
Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Overtime
Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

State VA Locality
Rate Used Hourly Rate
Shift Not Applicable Shift Rate

Other Earnings

Other Earnings Details 1Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	1.00	625.000000	625.00	OP



Payroll Job Aid

PY381 Extended Leave Processing

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions															
Empl ID		Name																	
Company	CJS	Pay Group	NS1	Pay Period End	05/09/2021														
Page	2	Line	1	Separate Check															
Paycheck Information			Paycheck Totals																
<div>Paycheck Status Calculated</div> <div>Issue Date 05/14/2021</div> <div><input type="checkbox"/> Off Cycle <input type="checkbox"/> Reprint <input type="checkbox"/> Adjustment <input type="checkbox"/> Corrected <input type="checkbox"/> Cashed</div>			<div>Paycheck Option Check</div> <div>Paycheck Number</div> <div>Earnings 2,083.33</div> <div>Taxes 359.45</div> <div>Deductions 340.95</div> <div>Net Pay 1,382.93</div>																
<div>▼ Earnings</div> <div>Begin Date 04/25/2021 End Date 05/04/2021 Addl Line Nbr 7 Reason</div> <div>Empl Record 0 Benefit Record 0 Additional Data</div> <div><div><div>Salaried</div><div>Hours 0.00</div><div>Rate 24.038462</div><div>Earnings 0.00</div></div><div><div>Hourly</div><div>Hours 0.00</div><div>Rate 0.000000</div><div>Earnings 0.00</div><div>Rate Code</div></div><div><div>Overtime</div><div>Hours 0.00</div><div>Rate 0.000000</div><div>Earnings 0.00</div><div>Rate Code</div></div></div> <div>State VA Locality</div> <div>Rate Used Hourly Rate</div> <div>Shift Not Applicable Shift Rate</div>																			
<div>Other Earnings</div> <div><div>Other Earnings Details 1</div><div>Other Earnings Details 2</div><div>1-1 of 1</div><div>View All</div></div> <table border="1"><thead><tr><th>Code</th><th>Description</th><th>Rate Used</th><th>Hours</th><th>Rate</th><th>Amount</th><th>Source</th></tr></thead><tbody><tr><td>STD</td><td>VSDP Benefits</td><td>Hourly Rate</td><td></td><td></td><td>1,458.33</td><td>OP</td></tr></tbody></table>						Code	Description	Rate Used	Hours	Rate	Amount	Source	STD	VSDP Benefits	Hourly Rate			1,458.33	OP
Code	Description	Rate Used	Hours	Rate	Amount	Source													
STD	VSDP Benefits	Hourly Rate			1,458.33	OP													



Worker's Compensation

Worker's Compensation works similar the STD transaction process in Cardinal. The only difference would be in the earnings codes used in SPOT.

- In Cardinal there are two types of Worker's Compensation statuses:
 - VSDP**
 - Traditional**

Example of Worker's Compensation VSDP in a Prior Period

The screenshots below are an example of an employee with worker's compensation (VSDP) with an effective date in the prior period where the employee is eligible for Temporary Total W/C and 100% STD income replacement for the prior and current pay period.

For this example:

- Current pay period end date: 4/25/2021
- Effective date of the worker's compensation 4/19/2021

Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
1	1		0		Leave W/Py	RGS	Regular Time - Salaried	04/19/2021	04/24/2021	1
2	2		0		Leave W/Py	WCL	VSDP Work Comp Pay	04/19/2021	04/24/2021	1
3	3		0		Leave W/Py	WCL	VSDP Work Comp Pay	04/25/2021	05/09/2021	1

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #		
Annualized	-1.00	1041.660000		Deduction		Deduction		0	+	-
Annualized			1041.67	Deduction		Deduction		0	+	-
Annualized			2083.33	Deduction		Deduction		0	+	-



Payroll Job Aid

PY381 Extended Leave Processing

Review Paycheck Page – Worker’s Compensation Prior Period

In this example, since the Worker’s compensation was from a prior period, you can see that the taxes were taken from the prior paycheck (first screenshot). On the current pay period paycheck you can see that the taxes were refunded (second screenshot) based on the prorated time when the worker’s compensation became effective.

Paycheck Taxes from prior paycheck

Paycheck EarningsPaycheck TaxesPaycheck Deductions

Empl ID
Company

Name
CJS

Pay Group
TR2

Pay Period End
04/24/2021

Page
999

Line
1

Separate Check

Paycheck Status
Calculated

Paycheck Option
Check

Issue Date
04/30/2021

Paycheck Number

☒ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

Earnings
2,083.33

Taxes
366.89

Deductions
196.17

Net Pay
1,520.27

Taxes

Tax Details 1Tax Details 2Tax Tips

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	2,022.83	29.33
US Federal					Med/ER	2,022.83	29.33
US Federal					OASDI/EE	2,022.83	125.41
US Federal					OASDI/ER	2,022.83	125.41
US Federal					Withholdng	1,898.66	127.38
State	VA				Unempl ER	2,011.33	
State	VA	Y			Withholdng	1,898.66	84.77

1042 Taxes



Payroll Job Aid

PY381 Extended Leave Processing

Paycheck Taxes refunded on the Current Paycheck

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions	
Empl ID		Name			
Company	CJS	Pay Group	NS1	Pay Period End	05/09/2021
			Page	4	Line 1
			Separate Check		
Paycheck Information			Paycheck Totals		
Paycheck Status Calculated			Paycheck Option Check		
Issue Date 05/14/2021			Paycheck Number		
<input type="checkbox"/> Off Cycle <input type="checkbox"/> Reprint <input type="checkbox"/> Adjustment			<input type="checkbox"/> Corrected <input type="checkbox"/> Cashed		
			Earnings 2,083.34		
			Taxes -150.39		
			Deductions 276.53		
			Net Pay 1,957.20		

Taxes							
1-7 of 7 View All							
Tax Details 1 Tax Details 2 Tax Tips							
Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	-1,030.16	-14.94
US Federal					Med/ER	-1,030.16	-14.94
US Federal					OASDI/EE	-1,030.16	-63.87
US Federal					OASDI/ER	-1,030.16	-63.87
US Federal					Withholdng	-1,030.16	-35.42
State	VA				Unempl ER	-1,041.66	
State	VA	Y			Withholdng	-1,030.16	-36.16



Payroll Job Aid

PY381 Extended Leave Processing

Example of Worker's Compensation VSDP Transaction

The screenshots below are an example of an employee with worker's compensation (VSDP) with an effective date at the beginning of the pay period. The screenshot below shows the additional transaction that would be required if additional pay was due to the employee to meet the total income replacement threshold.

Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Period
1	1	[search]	[0]		Leave W/Py	WCL	VSDP Work Comp Pay			1

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #		
Annualized			2083.33	Deduction	[search]	Deduction	[search]	0	+	-



Payroll Job Aid

PY381 Extended Leave Processing

Review Paycheck Page – Worker's Compensation VSDP

Paycheck Earnings

Paycheck Taxes

Paycheck Deductions

Empl ID

Name

Company

CJS

Pay Group

NS1

Pay Period End

05/09/2021

Page

6

Line

2

Separate Check

Paycheck Information

Paycheck Status

Calculated

Paycheck Option

Check

Issue Date

05/14/2021

Paycheck Number

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

Paycheck Totals

Earnings

2,083.33

Taxes

0.00

Deductions

771.84

Net Pay

1,311.49

Earnings

Begin Date

04/25/2021

End Date

05/09/2021

Addl Line Nbr

6

Reason

Original Paygroup

NS1

Additional Data

Empl Record

0

Benefit Record

0

Salaried

Hours

0.00

Rate

24.038462

Earnings

0.00

Hourly

Hours

0.00

Rate

0.000000

Earnings

0.00

Rate Code

Overtime

Hours

0.00

Rate

0.000000

Earnings

0.00

Rate Code

State

VA

Locality

Rate Used

Hourly Rate

Shift

Not Applicable

Shift Rate

Other Earnings

Other Earnings Details 1

Other Earnings Details 2

||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
WCL	VSDP Work Comp Pay	Hourly Rate			2,083.33	OP

Rev 12/17/2021

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Payroll Job Aid

PY381 Extended Leave Processing

Example Worker's Compensation SPOT for Traditional

The screenshots below are an example of an employee with worker's compensation (Traditional) with an effective date at the beginning of the period where the employee is eligible for worker's compensation and worker's compensation supplement.

☰ Q

Detail Data

Validation

▶▶

	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax
1	💬	1	<input type="text"/> Q	<input type="text"/> Q		Leave W/Py	WCP Q	Workers Comp	<input type="text"/>	<input type="text"/>	1	
2	💬	2	<input type="text"/> Q	<input type="text"/> Q		Leave W/Py	WCS Q	Workers Comp Supplement	<input type="text"/>	<input type="text"/>	1	

1-2 of 2 View All

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #		
Annualized ▼	<input type="text"/>	<input type="text"/>	1000.00	Deduction ▼	<input type="text"/> Q	Deduction ▼	<input type="text"/> Q	0	+	-
Annualized ▼	<input type="text"/>	<input type="text"/>	1083.33	Deduction ▼	<input type="text"/> Q	Deduction ▼	<input type="text"/> Q	0	+	-



Payroll Job Aid

PY381 Extended Leave Processing

Review Paycheck Page – Worker's Compensation Traditional

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions			
Empl ID	Name	Company	Pay Group	Pay Period End	Page	Line	Separate Check
		CJS	NS1	05/09/2021	8	1	
Paycheck Information				Paycheck Totals			
Paycheck Status		Calculated		Paycheck Option		Check	
Issue Date		05/14/2021		Paycheck Number			
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	<input type="checkbox"/> Cashed			
				Earnings	2,083.33		
				Taxes	163.19		
				Deductions	194.24		
				Net Pay	1,725.90		
Earnings							
Begin Date		End Date		Addl Line Nbr		Reason	
04/25/2021		05/09/2021		10			
Empl Record		Benefit Record		Original Paygroup		Additional Data	
0		0		NS1			
Salaried		Hourly		Overtime			
Hours 0.00		Hours 0.00		Hours 0.00			
Rate 24.038462		Rate 0.000000		Rate 0.000000			
Earnings 0.00		Earnings 0.00		Earnings 0.00			
Rate Code		Rate Code		Rate Code			
State VA		Locality					
Rate Used Hourly Rate		Shift Rate					
Shift Not Applicable							
Other Earnings							
Other Earnings Details 1		Other Earnings Details 2					
Code	Description	Rate Used	Hours	Rate	Amount	Source	
WCP	Workers Comp	Hourly Rate			1,000.00	OP	



Payroll Job Aid

PY381 Extended Leave Processing

Paycheck Earnings

Paycheck Taxes

Paycheck Deductions

Empl ID

Name

Company CJS

Pay Group NS1

Pay Period End 05/09/2021

Page 8

Line 1

Separate Check

Paycheck Information

Paycheck Status Calculated

Issue Date 05/14/2021

☐ Off Cycle

☐ Reprint

☐ Adjustment

Paycheck Option Check

Paycheck Number

☐ Corrected

☐ Cashed

Paycheck Totals

Earnings	2,083.33
Taxes	163.19
Deductions	194.24
Net Pay	1,725.90

Earnings

Begin Date 04/25/2021

End Date 05/09/2021

Add Line Nbr 9

Reason

Empl Record 0

Benefit Record 0

Original Paygroup NS1

Additional Data

Salaried

Hours 0.00

Rate 24.038462

Earnings 0.00

Hourly

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

Overtime

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

State VA

Locality

Rate Used Hourly Rate

Shift Not Applicable

Shift Rate

Other Earnings

Other Earnings Details 1

Other Earnings Details 2

1-1 of 1

View All

Code	Description	Rate Used	Hours	Rate	Amount	Source
WCS	Workers Comp Supplement	Hourly Rate			1,083.33	OP



Appendix

Crosswalk between Short Term Disability and Worker's Compensation

When entering worker's compensation in SPOT, use the appropriate earnings code based on the type of worker's comp that is applicable for the employee.

Account	Description	Taxability		VSDP	Traditional
			CIPPS Code	Cardinal Earnings Code	
5011510	Worker's Compensation	NonTaxable	002	WCP	WCP
5011520	W/C Supplement	Taxable	063		WCS
5011530	VSDP - non-work related	Taxable	061	STD	
5011540	VSDP/WC - VSDP for work related	NonTaxable	062	WCL	